

IF - Relationships with Academic + Clinical Agencies

D - Agencies Receiving MSH Students

- 10 Various Public Health Agencies
(field experience)

Cooperative Agreement for Public Health Nursing Affiliation

Massachusetts General Hospital - Visiting Nurse Association of Boston

Admission

The Visiting Nurse Association of Boston will provide a program of directed, supervised field experience for the following students:

September 4 - October 29, 1951

2 basic undergraduate students

April 7 - June 2, 1952

1 basic undergraduate student

Credentials

Student credentials shall be submitted by the school of nursing to the agency assistant in education at least 2 weeks before arrival of student.

Health Examination

The school of nursing shall arrange for the student to have a complete physical examination including a chest x-ray within three months prior to her beginning date of affiliation with the agency. The student shall have been satisfactorily protected against diphtheria, typhoid, and smallpox.

In case of student illness, during the agency affiliation, the school director shall instruct the student to immediately report her illness to the school of nursing office and to the agency district supervisor. The school of nursing shall assume responsibility for student guidance for medical care. In case of an emergency illness on agency duty time, the agency shall assume the responsibility for securing immediate medical attention and shall notify the school of nursing director immediately.

Tuition

The hospital school of nursing shall reimburse the agency for each student to the amount of \$30.00. There shall be no reduction of this fee for incompleting affiliation periods whether the affiliation is terminated by the school of nursing or the agency. The agency financial department shall present a bill for total student costs to the school of nursing at the close of the affiliation period.

Time on Duty

The working hours for students shall be the same as those of agency personnel, namely 8:15 a.m. to 5:00 p.m. with 45 minutes for lunch. The agency working week consists of 5 working days.

Time Lost

Makeup time for time lost shall be determined on an individual basis by the school of nursing director and the agency assistant in education.

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1. The first part of the text discusses the importance of maintaining accurate records of all transactions, including sales, purchases, and expenses. It emphasizes the need for a systematic approach to record-keeping, such as using a ledger or accounting software, to ensure that all financial data is properly documented and organized.

2. The second part of the text focuses on the importance of regular reconciliation of accounts. It explains that reconciliation involves comparing the company's internal records with external statements, such as bank statements or supplier invoices, to identify any discrepancies or errors. This process is crucial for ensuring the accuracy of the financial statements and for detecting any potential fraud or mismanagement.

3. The third part of the text discusses the importance of budgeting and financial planning. It explains that a budget is a financial plan that outlines the expected income and expenses for a given period, typically a year. It emphasizes the need for a realistic budget that takes into account all potential risks and uncertainties, and that is regularly updated as circumstances change.

4. The fourth part of the text discusses the importance of financial reporting and analysis. It explains that financial reports, such as the balance sheet, income statement, and cash flow statement, provide a comprehensive overview of the company's financial performance. It emphasizes the need for a thorough analysis of these reports to identify trends, strengths, and weaknesses, and to make informed decisions about the company's future.

5. The fifth part of the text discusses the importance of financial control and risk management. It explains that financial control involves implementing policies and procedures to ensure that the company's financial resources are used efficiently and effectively. It emphasizes the need for a strong risk management framework to identify and mitigate potential financial risks, such as market fluctuations or credit defaults.

6. The sixth part of the text discusses the importance of financial transparency and communication. It explains that financial transparency involves providing clear and accurate information about the company's financial performance to all stakeholders, including investors, creditors, and employees. It emphasizes the need for a strong communication strategy to ensure that all stakeholders are kept informed and that any potential issues are addressed promptly.

7. The seventh part of the text discusses the importance of financial innovation and technology. It explains that financial innovation involves using new technologies and techniques to improve the efficiency and effectiveness of financial operations. It emphasizes the need for a strong focus on research and development to stay ahead of the competition and to identify new opportunities for growth.

8. The eighth part of the text discusses the importance of financial sustainability and social responsibility. It explains that financial sustainability involves ensuring that the company's financial resources are used in a way that is consistent with its long-term goals and values. It emphasizes the need for a strong focus on social responsibility, including environmental protection, employee welfare, and community engagement.

9. The ninth part of the text discusses the importance of financial flexibility and adaptability. It explains that financial flexibility involves having the ability to quickly respond to changes in the market or in the company's needs. It emphasizes the need for a strong focus on agility and adaptability to ensure that the company is always prepared for whatever the future may bring.

10. The tenth part of the text discusses the importance of financial integrity and ethics. It explains that financial integrity involves adhering to the highest standards of honesty and transparency in all financial transactions. It emphasizes the need for a strong ethical framework to ensure that the company's financial practices are always guided by the principles of fairness and integrity.

1. The first part of the document is a list of names and addresses, which appears to be a directory or a list of contacts. The names are written in a cursive script, and the addresses are listed below them.

Uniforms &
Equipment

Students shall wear a navy blue uniform with white collar. The student shall wear a navy or black beret or tailored hat; brown or black oxfords; a tailored dark coat; and shall plan for suitable protection against inclement weather.

The agency shall provide the nursing bag and equipment required for execution of field service.

Transportation

The student shall assume responsibility for her carfare to and from the hospital and agency office. The agency shall assume responsibility for transportation and business telephone costs during agency working hours.

Withdrawal
from the
Field

The agency assumes the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the affiliation within the first month. Such problems shall be discussed in conference with the school of nursing director and the agency assistant in education before any action is taken.

Student
Evaluation

At the termination of the student's affiliation, the Agency shall submit to the school of nursing a narrative report of the student's adjustment to and progress in field work. The agency shall assume no responsibility for student grading.

The above agreement shall be valid for the period
September 1, 1951 to July 1, 1952.

signed: _____

Ruth Sleeper

Director, School of Nursing

Acting

Anne L. Twomey

Director, V.N.A. of Boston

Date: _____

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1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

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Cooperative Agreement for Public Health Nursing Affiliation

Mass. General Hospital - Visiting Nurse Association of Boston

Admission

The Visiting Nurse Association of Boston will provide a program of directed, supervised field experience for the following students:

Sept. 15 - Nov. 7, 1952
2 basic undergraduates (including 1 Barnard)
March 30 - May 22, 1953
3 basic undergraduates (including 2 Hood & 1 Butler)

Credentials

Student credentials shall be submitted by the school of nursing to the agency educational director at least one month before arrival of student.

Health Examination

The school of nursing shall arrange for the student to have a complete physical examination including a chest x-ray within three months prior to her beginning date of affiliation with the agency. The student shall have been satisfactorily protected against diphtheria, typhoid, and smallpox.

In case of student illness, during the agency affiliation, the school director shall instruct the student to immediately report her illness to the school of nursing office and to the agency district supervisor. The school of nursing shall assume responsibility for student guidance for medical care. In case of an emergency illness or injury on agency duty time, the agency shall assume the responsibility for securing immediate medical attention and shall notify the school of nursing director immediately, but shall assume no further responsibility.

Tuition

The hospital school of nursing shall reimburse the agency for each student to the amount of \$30.00. There shall be no reduction of this fee for incompleting affiliation periods whether the affiliation is terminated by the school of nursing or the agency. The agency financial department shall present a bill for total student costs to the school of nursing at the close of the affiliation period.

Time on Duty

The working hours for students shall be the same as those of agency personnel, namely 8:15 a.m. to 5:00 p.m. with 45 minutes for lunch. The agency working week consists of 5 working days.

Time Lost

Makeup time for time lost shall be determined on an individual basis by the school of nursing director and the agency educational director.

Uniforms & Equipment

Students shall wear the school uniform if it is appropriate or a navy blue uniform with a white collar. The student shall wear a navy or black beret or tailored hat; brown or black oxfords; a tailored dark coat; and shall plan for suitable protection against inclement weather.

The agency shall provide the nursing bag and equipment required for execution of field service.

Transportation

The student shall assume responsibility for her carfare to and from the hospital and agency office. The agency shall assume responsibility for transportation and business telephone costs during agency working hours.

Withdrawal from the Field

The agency assumes the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the affiliation within the first month. Such problems shall be discussed in conference with the school of nursing director and the agency educational director before any action is taken.

Student Evaluation

At the termination of the student's affiliation, the agency shall submit to the school of nursing a narrative report of the student's adjustment to and progress in field work. The agency shall assume no responsibility for student grading.

The above agreement shall be valid for the period Sept. 1952 - June 1953

signed:

Mary M. Sullivan
Director, V.N.A. of Boston

Paula Sleeper
Director, School of Nursing

Date: July 15, 1952

Cooperative Agreement for Public Health Nursing Affiliation

- Visiting Nurse Association of Boston

Admission

The Visiting Nurse Association of Boston will provide a program of directed, supervised field experience for the following students:

*3 Mass. General Hospital - Good College
Students from April 12 - June 7, 1954*

Credentials

Student credentials shall be submitted by the school of nursing to the agency educational director at least one month before arrival of student.

Health Examination

The school of nursing shall arrange for the student to have a complete physical examination including a chest x-ray within three months prior to her beginning date of affiliation with the agency. The student shall have been satisfactorily protected against diphtheria, typhoid, and smallpox.

In case of student illness, during the agency affiliation, the school director shall instruct the student to immediately report her illness to the school of nursing office and to the agency district supervisor. The school of nursing shall assume responsibility for student guidance for medical care. In case of an emergency illness or injury on agency duty time, the agency shall assume the responsibility for securing immediate medical attention and shall notify the school of nursing director immediately, but shall assume no further responsibility.

Tuition

The hospital school of nursing shall reimburse the agency for each student to the amount of \$30.00. There shall be no reduction of this fee for incompleting affiliation periods whether the affiliation is terminated by the school of nursing or the agency. The agency financial department shall present a bill for total student costs to the school of nursing at the close of the affiliation period.

Time on Duty

The working hours for students shall be the same as those of agency personnel, namely 8:15 a.m. to 5:00 p.m. with 45 minutes for lunch. The agency working week consists of 5 working days.

Cooperative Agreement - page 2.

Time Lost

Makeup time for time lost shall be determined on an individual basis by the school of nursing director and the agency educational director.

Uniforms & Equipment

Students shall wear the school uniform if it is appropriate or a navy blue uniform with a white collar. The student shall wear a navy or black beret or tailored hat; brown or black oxfords; a tailored dark coat; and shall plan for suitable protection against inclement weather.

The agency shall provide the nursing bag and equipment required for execution of field service.

Transportation

The student shall assume responsibility for her carfare to and from the hospital and agency office. The agency shall assume responsibility for transportation and business telephone costs during agency working hours.

Withdrawal from the Field

The agency assumes the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the affiliation within the first month. Such problems shall be discussed in conference with the school of nursing director and the agency educational director before any action is taken.

Student Evaluation

At the termination of the student's affiliation, the agency shall submit to the school of nursing a narrative report of the student's adjustment to and progress in field work. The agency shall assume no responsibility for student grading.

The above agreement shall be valid for the period September 1953 - July 1954

signed:

Marjorie Sullivan
Director, V.N.A. of Boston

Ruth Sleeper
Director, School of Nursing

Date:

August 3, 1953

file contractual agreement
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Cooperative Agreement for Public Health Nursing Affiliation

Massachusetts General Hospital School of - Visiting Nurse Association of Boston
Nursing

Admission

The Visiting Nurse Association of Boston will provide a program of directed, supervised field experience for the following students:

Audrey Elizabeth Carlson

Credentials

Student credentials shall be submitted by the school of nursing to the agency educational director at least one month before arrival of student.

Health
Examination

The school of nursing shall arrange for the student to have a complete physical examination including a chest x-ray within three months prior to her beginning date of affiliation with the agency. The student shall have been satisfactorily protected against diphtheria, typhoid, and smallpox.

In case of student illness, during the agency affiliation, the school director shall instruct the student to immediately report her illness to the school of nursing office and to the agency district supervisor. The school of nursing shall assume responsibility for student guidance for medical care. In case of an emergency illness or injury on agency duty time, the agency shall assume the responsibility for securing immediate medical attention and shall notify the school of nursing director immediately, but shall assume no further responsibility.

Tuition

The hospital school of nursing shall reimburse the agency for each student to the amount of \$30.00. There shall be no reduction of this fee for incompleting affiliation periods whether the affiliation is terminated by the school of nursing or the agency. The agency financial department shall present a bill for total student costs to the school of nursing at the close of the affiliation period.

Time on Duty

The working hours for students shall be the same as those of agency personnel, namely 8:15 a.m. to 5:00 p.m. with 45 minutes for lunch. The agency working week consists of 5 working days.

Time Lost

Makeup time for time lost shall be determined on an individual basis by the school of nursing director and the agency educational director.

Uniforms & Equipment

Students shall wear the school uniform if it is appropriate or a navy blue uniform with a white collar. The student shall wear a navy or black beret or tailored hat; brown or black oxfords; a tailored dark coat; and shall plan for suitable protection against inclement weather.

The agency shall provide the nursing bag and equipment required for execution of field service.

Transportation

The student shall assume responsibility for her carfare to and from the hospital and agency office. The agency shall assume responsibility for transportation and business telephone costs during agency working hours.

Withdrawal from the Field

The agency assumes the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the affiliation within the first month. Such problems shall be discussed in conference with the school of nursing director and the agency educational director before any action is taken.

Student Evaluation

At the termination of the student's affiliation, the agency shall submit to the school of nursing a narrative report of the student's adjustment to and progress in field work. The agency shall assume no responsibility for student grading.

The above agreement shall be valid for the period Nov. 13, 1956 through Jan. 4, 1957

signed:

Mary W. Sullivan
Director, V.N.A. of Boston

Ruth Sleeper
Director, School of Nursing

Date: November 8, 1956

Cooperative Agreement for Public Health Nursing Affiliation

- Visiting Nurse Association of Boston

Admission

The Visiting Nurse Association of Boston will provide a program of directed, supervised field experience for the following students:

*Davison, Sylvia
Phillips, Carol
Thorp, Rosamond, Mrs.
Tripp, Sally*

Credentials

Student credentials shall be submitted by the school of nursing to the agency educational director at least one month before arrival of student.

Health Examination

The school of nursing shall arrange for the student to have a complete physical examination including a chest x-ray within three months prior to her beginning date of affiliation with the agency. The student shall have been satisfactorily protected against diphtheria, typhoid, and smallpox.

In case of student illness, during the agency affiliation, the school director shall instruct the student to immediately report her illness to the school of nursing office and to the agency district supervisor. The school of nursing shall assume responsibility for student guidance for medical care. In case of an emergency illness or injury on agency duty time, the agency shall assume the responsibility for securing immediate medical attention and shall notify the school of nursing director immediately, but shall assume no further responsibility.

Tuition

The hospital school of nursing shall reimburse the agency for each student to the amount of \$30.00. There shall be no reduction of this fee for incompleting affiliation periods whether the affiliation is terminated by the school of nursing or the agency. The agency financial department shall present a bill for total student costs to the school of nursing at the close of the affiliation period.

Time on Duty

The working hours for students shall be the same as those of agency personnel, namely 8:15 a.m. to 5:00 p.m. with 45 minutes for lunch. The agency working week consists of 5 working days.

Time Lost

Makeup time for time lost shall be determined on an individual basis by the school of nursing director and the agency educational director.

Uniforms & Equipment

Students shall wear the school uniform if it is appropriate or a navy blue uniform with a white collar. The student shall wear a navy or black beret or tailored hat; brown or black oxfords; a tailored dark coat; and shall plan for suitable protection against inclement weather.

The agency shall provide the nursing bag and equipment required for execution of field service.

Transportation

The student shall assume responsibility for her carfare to and from the hospital and agency office. The agency shall assume responsibility for transportation and business telephone costs during agency working hours.

Withdrawal from the Field

The agency assumes the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the affiliation within the first month. Such problems shall be discussed in conference with the school of nursing director and the agency educational director before any action is taken.

Student Evaluation

At the termination of the student's affiliation, the agency shall submit to the school of nursing a narrative report of the student's adjustment to and progress in field work. The agency shall assume no responsibility for student grading.

The above agreement shall be valid for the period _____

signed: Alice M. Simpson
Director, V.N.A. of Boston

Ruth Sleeper
Director, School of Nursing

Date: Feb 21, 1958

VISITING NURSE ASSOCIATION OF BOSTON

Malcom D. Perkins
Chairman, Board of Managers

Mrs. Gardiner H. Fiske
President

Richard C. Paine
Treasurer



Alice M. Dempsey, R.N.
General Director

Mrs. Penelope K. Hope, R.N.
Assistant Director

14 SOMERSET STREET — BOSTON 8, MASSACHUSETTS

Telephone Richmond 2-0900

February 4, 1959

FEB - 4 1959

Miss Ruth Sleeper, Director
School of Nursing
Massachusetts General Hospital
Fruit Street
Boston 14, Massachusetts

Dear Miss Sleeper:

I am enclosing a revision of the cooperative agreement for public health nursing field experience which has been set up for hospital schools of nursing and the Visiting Nurse Association of Boston for your review and signature.

Since we are planning field experience in public health nursing for two students, i.e., Ann Taylor, who is a Radcliffe student and Barbara Frank, a Hood student, at Massachusetts General Hospital, for the period March 2 to April 24, 1959, I would appreciate having the instructor review the details of the agreement prior to the students' affiliation.

In my telephone conversation with Miss Fitch, she informed me that the request for information for the student's profile should be directed to you. I am therefore enclosing two profiles for your use.

It would greatly be appreciated if I could have these for our supervisors at least two weeks before their beginning date.

Will you kindly return one copy of the agreement to me.

We shall look forward to having these students with our Agency.

My best wishes to you.

Sincerely yours,

Minnie Cohen

Minnie Cohen
Education Director

MC/bw
Enc.

MEMBER OF UNITED
COMMUNITY SERVICES

Sharing in the United Fund

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Cooperative Agreement for Public Health Nursing Field Experience

Massachusetts General Hospital Hospital School of Nursing

and the Visiting Nurse Association of Boston

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field instruction in public health nursing.

The number of students will be determined by the number of placements requested for field instruction for basic collegiate and graduate nurse students through the Allocation Committee of the Nursing Council of the United Community Services of Metropolitan Boston, and the program in the Agency.

Credentials

Prerequisites for this experience include completion of medical, surgical, pediatric, and obstetric theory and clinical practice.

Credentials for each student shall be submitted by the School of Nursing to the Education Director of the Agency at least two weeks before the beginning date of the field experience. These should include:

Name	School of Nursing
Date of Birth	Local address - Telephone Number
Home address of parent or guardian	- Telephone Number
Education background	
Courses completed	
Clinical experiences completed	
General evaluation - work performance, special interests, attitudes, etc.	
Work interest in future.	

Health

Each student will be required to have:

A complete physical examination within three months of the beginning date of the field experience.

A negative chest x-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Agency Education Director, at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during this period, the student shall be instructed by the School to immediately report the illness or accident to the supervisor in the Agency, and to the liaison faculty member in the School of Nursing. The School shall assume responsibility for student guidance for medical care.

The Agency will take responsibility for securing emergency medical attention if a student becomes ill or injured on duty, and will notify the School immediately, but shall assume no further responsibility.

Cooperative Agreement for Public Health Nursing Field Experience (cont'd) - 2

<u>Housing</u>	The School will assume responsibility for arrangement for housing for students.
<u>Orientation Conference</u>	The School will be responsible for the general orientation conference for students before they begin their field work in the Agency. The conference should include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniforms and equipment.
<u>Uniforms and Equipment</u>	Students shall wear the School uniform if it is appropriate, or a public health nurse's uniform; a navy or black beret, or public health nurse's overseas cap; brown, black or navy oxfords; a tailored dark untrimmed coat; and apparel for suitable protection against inclement weather. The Agency shall provide the nurses' bags and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem will be taken up on an individual basis.
<u>Transportation</u>	The student will assume responsibility for her carfare to and from the Agency. The Agency will reimburse the student for transportation and business telephone costs during the Agency working hours. Permission to drive a personal-owned car on Agency business must be granted by Agency administration office. The car must bear a Massachusetts registration and student should have a Massachusetts license to drive. The Agency will reimburse the student at the rate of 8¢ per mile while using the car on duty.
<u>Hours on Duty</u>	The hours for the student will be the same as those for Agency personnel. Holidays observed by the Agency will also be granted to students.
<u>Time Lost</u>	Make-up time for time lost shall be determined on an individual basis by the liaison faculty member of the School and the Agency Education Director.
<u>Payment</u>	The <u>Massachusetts General Hospital</u> School of Nursing will pay the Agency eighty dollars (\$80.00) per student for the period of eight weeks of field instruction. The Agency shall submit the bill at the close of each period of field instruction to the person delegated at the hospital, as follows: <u>Director of the School of Nursing</u>

There shall be no reduction in fee for an incompleting field experience, whether terminated by the School or Agency.

Withdrawal
from the
Agency

The Agency has the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the experience within the first month. Reports of such students will be reviewed in a joint conference by the Education Director of the Agency, the liaison faculty member of the School of Nursing and any other persons deemed necessary, before any action is taken.

Reports

Students will keep their own experience record on the Record Form supplied by the Agency. This will accompany the written evaluation report to be sent to the School.

Upon completion of the student's field instruction, the Agency will send to the liaison faculty member of the School of Nursing the evaluation reports of the student's performance.

Date: February 11, 1959

Signed: Ruth Seeger
Director, School of Nursing

Date: February 4, 1959

Signed: Alvin M. Simpson
General Director, Visiting
Nurse Association of Boston

AGREEMENT BETWEEN
RADCLIFFE COLLEGE - MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
COORDINATED PROGRAM
AND
THE BOARD OF HEALTH OF BEDFORD, MASSACHUSETTS FOR THE ADMISSION OF
A STUDENT FOR FIELD EXPERIENCE IN PUBLIC HEALTH NURSING

Admission: The period of experience shall be eight weeks from
Monday, March 2, 1959 to Friday, April 24, 1959.

Credentials: The Chairman of the Coordinated Program shall submit
to the Board of Health credentials for Miss Mary Parker.
Included shall be:

- Name, date of birth, permanent address and present
address and telephone number.
- Name, address and telephone number of nearest rela-
tive or person to be notified in case of emergency.
- Educational background, student's educational and
practical experience, general evaluation and
any additional information which will help the
personnel in the Agency to guide the student
during her experience.

Health: A health report including reports of a physical exam-
ination and chest X-ray taken within three months of the
student's admission to the field program.

The student is responsible for reporting illness
directly to the Supervisor of Public Health Nursing Services
of the Board of Health who will report the illness to the
Director of the Massachusetts General Hospital School of
Nursing. The student is responsible for securing medical
care from a recognized physician. In the event of an
emergency arising while the student is in the field agency
the Director of the Massachusetts General Hospital School
of Nursing shall be notified who will notify the student's
family as necessary.

Plan of Experience: The student shall receive supervised experience
in public health nursing under the guidance of the Supervisor
of Public Health Nursing Services of the Board of Health and
other qualified personnel. Such experiences as have been
planned to meet the objectives include: observation and/or
participation in the areas of Maternity, Infant and Pre-school
Health, School Health Services, Morbidity and general family
Health Supervision. Additional experiences in public health
or public health nursing which are available and considered
valuable may be added if mutually satisfactory to the Board
of Health and the Coordinated Program.

Plan of Experience (Cont'd.)

The student while on duty is under the direct supervision of the Supervisor of Public Health Nursing Services of the Board of Health of Bedford. Conferences and field visits by the Public Health Nurse of the Coordinated Program shall be made as planned with the Supervising Public Health Nurse of the Board of Health. Time available for the student's experience shall consist of the four days, Monday through Thursday of each of the eight weeks. Friday of each week shall be devoted to classes in Boston.

Orientation Conference: The Coordinated Program shall be responsible for an orientation conference with the student before she begins her field experience. The conference shall include: discussion of the objectives of the experience; the Agency's personnel policies; the uniform to be worn; the student's responsibility to the Agency and to the Coordinated Program.

Personnel Policies:

Time on duty: Hours of duty with the Agency shall not exceed 32 hours weekly. Time on duty Monday through Thursday, 8:00 A.M. to 4:30 P.M. with 1 hour for lunch.

Time lost: Time lost through illness or for other reasons may be made up in a manner satisfactory to the Agency and the Coordinated Program.

Uniform: The student will wear the "undress" uniform consisting of a black and white checked self-belted dress, white collar and cuffs and name pin. Black or brown oxfords, stockings, a plain tailored coat and navy blue over-seas cap will complete the uniform. Suitable additional clothing for wet or extremely cold weather should also be provided. If snow boots are worn they must be worn over shoes and removed when entering homes.

Transportation: The student shall bear the cost of transportation during the experience.

Tuition: The Board of Health of Bedford shall submit a bill to: Radcliffe College-Massachusetts General Hospital School of Nursing, Coordinated Program. This bill to be sent to: Miss Ruth Sleeper, Director, School of Nursing Massachusetts General Hospital, Fruit Street, Boston, 14, Massachusetts, at the end of the student's experience. The Coordinated Program agrees to pay the Board of Health \$80.00 for the eight weeks experience. The fee will be pro-rated if the student does not complete her experience.

Plan of Experience (Cont.)

Withdrawal: The Board of Health reserves the right to request the withdrawal from the program of the student if her adjustment to the field is not satisfactory. Similarly, the Coordinated Program reserves the right to withdraw the student from the field if the experience proves to be unsatisfactory. In either case such action is to be preceded by a conference with the Supervisor of Public Health Nursing Services of the Board of Health, the Public Health Nursing Instructor and the Chairman of the Coordinated Program.

Report to the Coordinated Program: Upon completion of the student's field experience the Supervisor of Public Health Nursing Services of the Board of Health shall submit to the Chairman of the Coordinated Program a written evaluation of the student's work together with a final grade.

Signed Sylvia Perkins -----
Chairman, Coordinated Program

Signed Ruth Sleeper B.N. -----
Director
Massachusetts General Hospital School of Nursing

Signed Ralph J. Carney -----
Chairman
Board of Health, Bedford, Massachusetts

Date: 2/26/59 -----

2/59

THE PROVIDENCE DISTRICT NURSING ASSOCIATION

Honorary Director MARY S. GARDNER, R.N.

Director MILDRED LEE HATTON, R.N.

Assistant Director RHODA WALKER PLAZA, R.N.

AGREEMENT BETWEEN RADCLIFFE COLLEGE - MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING COORDINATED PROGRAM and THE PROVIDENCE DISTRICT NURSING ASSOCIATION FOR THE ADMISSION OF A STUDENT FOR FIELD EXPERIENCE IN PUBLIC HEALTH NURSING

Admission:

The period of experience shall be eight weeks, from Monday, March 2, 1959 to Friday, April 24, 1959.

Credentials:

The Chairman of the Coordinated Program shall submit to the Providence District Nursing Association, at least thirty days prior to the admission date, credentials for the student including the following:

Name, date of birth, permanent address and present address and telephone number.

Name, address and telephone number of nearest relative or person to be notified in case of emergency.

Educational background, student's theoretical and practical experience, record as a student and general evaluation including any additional information which will help the agency to guide the student during her experience.

Health:

The student's application shall be accompanied by a report of a complete physical examination including a chest x-ray made within a period of three months prior to the date of her admission to the field program.

The student is responsible for reporting illness to the Educational Director, who will report the illness to the Director of the Massachusetts General Hospital School of Nursing, Miss Ruth Sleeper, Fruit Street, Boston 14, Massachusetts, Tel. La 3-8200, Ext. 100 or 880. The student is responsible for securing medical care from a recognized

President CURTIS B. BROOKS

Secretary MRS. WILLIAM OGDEN McCAGG

GAMMELL HOUSE • 157 WATERMAN STREET • PROVIDENCE 6, R. I. • DEXTER 1-8842

physician. In the event of an emergency arising while the student is in the field agency, the Director of the School of Nursing shall be notified who will then notify the student's family as indicated.

Plan of Experience:

The student shall receive supervised field experience in Public Health Nursing under the guidance of the Educational Director of the Providence District Nursing Association, and other qualified instructors in accordance with the enclosed outline. This outline may be changed or modified in such ways as to be found mutually satisfactory to the Coordinated Program and to The Providence District Nursing Association.

The student while on duty shall be under the direct supervision of The Providence District Nursing Association and subject to the rules of the Association. Conferences and field visits by the Public Health Nurse of the Coordinated Program may be made as planned with the Educational Director of the Providence District Nursing Association. Time available for the student's experience shall consist of the four days, Monday through Thursday of each of the eight weeks. Friday of each week shall be devoted to classes in Boston.

The student will write a self-evaluation of her experience one copy of which is to be submitted to the Agency and one copy to the ~~Public Health Nursing Department at the University.~~
Chairman of the Coordinated Program.

Orientation Conference:

The Coordinated Program shall be responsible for an orientation conference with the student before she begins her field experience. The Conference shall include: the objectives of the field experience; the Agency's personnel policies; wearing of uniform and care of equipment.

Personnel Policies:

Time on Duty: Hours of duty with the Association shall not exceed 32 hours weekly. Time on duty Monday through Thursday 8:00 A.M. to 4:30 P.M. with $\frac{1}{2}$ hour plus travel time allowed for lunch.

Time Lost: Time lost through illness or for other reasons may be made up in a manner satisfactory to the Agency and the Coordinated Program.

Uniform and Equipment: The student is responsible for providing a navy blue regulation uniform, a navy blue or black untrimmed coat, navy blue overseas cap, black, navy or brown oxfords and a dark blue or neutral colored rain coat and appropriate boots or rubbers for wet or stormy weather.

CONTRACT FOR USE OF AGENCIES AND SCHOOLS OF NURSING

PARTICIPATING IN THE ONE-DAY OBSERVATION PROGRAM

Hospital School of Nursing Massachusetts General Hospital

and

Visiting Nurse Association of Boston

The Boston Visiting Nurse Association will provide a day of observation for undergraduate students of the Massachusetts General Hospital School of Nursing to further the students' understanding of the public health nursing agency and its role in the promotion of health, prevention of disease, and the care of the sick.

The number of students and the dates for the experience will be determined jointly by the agency and the school of nursing through the Allocation Committee of the Nursing Council of United Community Services.

The school of nursing will reimburse the agency at the rate of ten dollars (\$10.00) per student per day.

Bills will be submitted by the agency.

Twice a year in January and June

and are to be sent to The Director of School of Nursing

Signed:

Alvin M. Kennedy Director of Agency

Ruth Sleeper Director of School of Nursing

Date: 7/6/61

(This to be effective from September 1, 1961 to June 30, 1962.)

June 1961

We are most appreciative of the help you are giving us in the situation. I think you will find these two young women far more mature than the average three-year student since they came to nursing with a two-year college background. They are low line and trustworthy young women, and we have no hesitation now have their families in sending them off for this kind of experience.

September 11, 1961

Miss Helen Prince, Director
Visiting Nurse Association
Pawtucket, Rhode Island
Dear Miss Prince: We shall expect the students to be settled in November 5 ready for you on November 6, and that their final day with you will be December 29.

Mrs. Eckstrom and Miss Hardeman have told me of their conference with you and Mrs. White.

As a follow-up I contacted the Director of Nurses at the Memorial Hospital in Pawtucket to ask about housing for these two young women. She tells me there is no probability but that if at a somewhat later date they were to lose some members of the fall class early then there might possibly be two rooms, or a room for two students. This is as far as I have carried the matter. Mrs. Eckstrom led me to believe that you might possibly know of a residence where these two young women might stay. Miss Willis is to have a car in Pawtucket.

In the event of illness if the girl could come back we would like to have her come back here to the hospital. If you would suggest a doctor then I will instruct them about their responsibilities in making a contact in the event of illness. They would of course report to us too in the event of illness, and they would send the report to Mrs. Evelyn Dolan, Supervisor, Student Health Service.

The \$80.00 per student for the two months experience will be paid by the School. Will you please bill us as we shall have collected this as a part of their tuition. It has not in the past been customary for us to receive a refund if the student does not complete her program. As tuition refunds are not customarily made we would expect to follow that policy.

There are no official activities at the School of Nursing during the period of time these two students will be in Pawtucket. We would therefore not expect that they would have to return for any obligatory meetings. I would expect they would return on a weekend, and I will see that they are housed and taken care of at that time, but there would be no meetings for which we would require their absence from their required hours at the V.N.A.

September 11, 1961

Miss Helen Prince, Director
Visiting Nurse Association
Pawtucket, Rhode Island

Dear Miss Prince:

Mrs. Tokutomi and Miss Hartmann have told me of their
conference with you and Mrs. White.

As a follow-up I contacted the Director of Nurses at
the Memorial Hospital in Pawtucket to ask about housing for these two
young women. She tells me there is no possibility but that if at
a somewhat later date they were to lose some members of the fall class
early then there might possibly be two rooms, or a room for two stud-
ents. This is as far as I have carried the matter. Mrs. Tokutomi
led me to believe that you might possibly know of a residence where
these two young women might stay. Miss Willis is to have a car in
Pawtucket.

In the event of illness if the girl could come back we would
like to have her come back here to the hospital. If you would suggest
a doctor then I will instruct them about their responsibilities in
making a contact in the event of illness. They would of course report
to us too in the event of illness, and they would send the report to
Mrs. Evelyn Dolan, Supervisor, Student Health Service.

The \$80.00 per student for the two months experience
will be paid by the School. Will you please bill us as we shall
have collected this as a part of their tuition. It has not in the
past been customary for us to receive a refund if the student does
not complete her program. As tuition refunds are not customary
made we would expect to follow that policy.

There are no official activities at the School of Nursing
during the period of time these two students will be in Pawtucket.
We would therefore not expect that they would have to return for any
obligatory meetings. I would expect they would return on a week-
end, and I will see that they are housed and taken care of at that
time, but there would be no meetings for which we would require their
absence from their required hours at the V.N.A.

COOPERATIVE AGREEMENT FOR PUBLIC HEALTH NURSING FIELD EXPERIENCE

COORDINATED PROGRAM, MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
and the VISITING NURSE ASSOCIATION OF BOSTON

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field experience. We are most appreciative of the help you are giving us in the situation. I think you will find these two young women far

Period of Experience: more mature than the average three-year student since they came to nursing with a two-year college background. They are both fine and trustworthy young women, and we have no hesitation nor have their families in sending them off for this kind of experience.

Credentials: prerequisites for this experience include completion of medical, nursing and public health courses.

As this is a one time experience, unless you feel otherwise, I would not think we would need a contract. However, if you feel that I have omitted any items in this letter which should be there please let me know. We shall expect the students to be settled in Pawtucket on November 5 ready for you on November 6, and that their final day with you will be December 29.

Name: Nursing Program
Date of Birth: Sincerely yours,
Home address of parent, guardian or husband: Local address - Telephone number
Education background: Telephone number
Courses completed and Clinical experiences completed:
General evaluation: Ruth Sleeper, R.N., special interests,
Director of the School of Nursing
and Nursing Service

RS:BF

Each student will be required to have:

Health:

A complete physical examination within a year of the beginning date of the field experience.

A negative chest x-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Education Director of the Agency at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during the period of experience, the student shall report such to the Supervisor of the District Office of the Agency and to the liaison faculty member of the Coordinated Program. The Coordinated Program shall assume responsibility for student guidance for medical care.

The Agency shall take responsibility for securing emergency medical attention if a student becomes ill or injured while on duty with the Agency and shall notify Miss Ruth Sleeper, Director, Massachusetts General Hospital School of Nursing immediately, but shall assume no further responsibility.

Housing: Arrangement for housing shall be the responsibility of the Coordinated Program.

We are most appreciative of the help you are giving us in the situation. I think you will find these two young women far more mature than the average three-year student since they came to nursing with a two-year college background. They are both fine and first-class young women, and we have no hesitation nor have their families in sending them off for this kind of experience.

As this is a one time experience, unless you feel otherwise, I would not think we would need a contract. However, if you feel that I have omitted any items in this letter which should be there please let me know. We shall expect the students to be settled in Panhandle on November 5 ready for you on November 6, and that their final day with you will be December 29.

Very truly yours,
Mrs. Johnson and Miss Johnson have told me of their conference with you and Mrs. Johnson.

As a follow-up I contacted the Director of Nursing at the Panhandle Hospital in Panhandle. He has been handling the two young women. The letter to Ruth Clapper, R.N., dated 11/11/34, was a request that you have the two young women in the school of nursing. This is as far as I have carried the matter. Mrs. Johnson had me to believe that you might possibly know of a residence where these two young women might stay. Mrs. Johnson is to have a car in Panhandle.

In the event of illness in the school, you may want to write like to have her come back here to the hospital. If you would suggest a doctor then I will instruct him to have the two young women in the school in the event of illness. They will be under your supervision to see to the event of illness, and they will come to report to Mrs. Evelyn Johnson, Supervisor, Student Health Service.

The \$20.00 per student for the two months experience will be paid by the school. Will you please bill for us as well as have collected this as a part of their tuition. It has not been been necessary for us to receive a refund in the previous years not complete her program. An additional refund was not necessary made we would expect to follow that policy.

There are no official activities of the school of nursing during the period of time these two students will be in Panhandle. We would therefore not expect that they would have to report for any obligatory meetings. I would expect they would return to school and I will see that they are happy and taken care of at that time, but there would be no meetings for them in Panhandle. Their regular home at the R.N.A.

COOPERATIVE AGREEMENT FOR PUBLIC HEALTH NURSING FIELD EXPERIENCE

COORDINATED PROGRAM, RADCLIFFE COLLEGE - MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
and the VISITING NURSE ASSOCIATION OF BOSTON

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field experience in public health nursing.

Period of Experience: April 16, 1962 to July 6, 1962, (twelve weeks)

Number of Students: Three

Credentials: Prerequisites for this experience include completion of medical, surgical, pediatric, and obstetric theory and clinical practice.

Credentials for each student shall be submitted to the Education Director of the Agency at least two weeks before the beginning date of the field experience. These should include:

Name	Nursing Program
Date of Birth	Local address - Telephone number
Home address of parent, guardian or husband	- Telephone number
Education background	
Courses completed and Clinical experiences completed	
General evaluation - work performance, special interests, attitudes, etc.	

Health: Each student will be required to have:

A complete physical examination within a year of the beginning date of the field experience.
A negative chest x-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Education Director of the Agency at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during the period of experience, the student shall report such to the Supervisor of the District Office of the Agency and to the liaison faculty member of the Coordinated Program. The Coordinated Program shall assume responsibility for student guidance for medical care.

The Agency shall take responsibility for securing emergency medical attention if a student becomes ill or injured while on duty with the Agency and shall notify Miss Ruth Sleeper, Director, Massachusetts General Hospital School of Nursing immediately, but shall assume no further responsibility.

Housing: Arrangement for housing shall be the responsibility of the Coordinated Program.

Orientation:

The Coordinated Program shall be responsible for the general orientation of the students before they begin their field experience. This should include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniforms and equipment.

Uniforms and Equipment:

Students shall wear the uniform of the Coordinated Program; a public health nurse's overseas cap; black, brown or navy oxfords; a tailored dark untrimmed coat; and apparel suitable for protection against inclement weather.

The Agency shall provide the nurses' bags and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem shall be considered on an individual basis.

Transportation:

The student shall assume responsibility for her own transportation to and from the Agency. The Agency shall reimburse the student for transportation and business telephone costs incurred as a part of Agency business during the time the student is assigned to the field. Permission to drive a car owned by the student on Agency business must be granted by the Agency administration office. The car must bear a Massachusetts registration and the student must have a Massachusetts driver's license. The Agency will reimburse the student at the rate of ~~36~~ per mile while using the car for business purposes. *10¢ (one)*

Hours:

The total hours for class and field experience may not exceed twenty-eight hours *per week*. Except for the three weeks in which holidays fall during the work week (April 19, May 30 and July 4), the field experience time shall be as follows:

Mondays	7 hours
Tuesdays	4 hours
Thursdays	4 hours
Fridays	8 hours

23 hours per week

Special schedules for the three weeks which contain holidays will be included in the course outline and submitted at the beginning of the experience.

Time Lost:

Make-up time for time lost shall be determined on an individual basis by the liaison faculty member of the Coordinated Program and the Agency Education Director.

Payment:

The Agency shall submit a bill to: Radcliffe College-Massachusetts General Hospital School of Nursing, Coordinated Program, at the close of the period of field instruction; this bill to be sent to Miss Ruth Sleeper, Director, School of Nursing, Massachusetts General Hospital, Fruit Street, Boston 14.

The Coordinated Program agrees to pay The Visiting Nurse Association of Boston \$80.00 for each student for the twelve week period, April 16, 1962 to July 6, 1962.

There shall be no reduction in fee if a student does not complete her field experience.

Withdrawal from
the Agency:

The Agency has the right to request the withdrawal from the field experience of any student who has not made a satisfactory adjustment to the experience within the first month. Similarly, The Coordinated Program reserves the right to withdraw a student if the experience proves to be unsatisfactory. In either case such action is to be preceded by a conference with the Education Director of the Agency and the Chairman of the Coordinated Program.

Reports:

Each student shall keep an experience record on the Record Form supplied by the Agency. This will accompany the written evaluation report to be sent to the Coordinated Program.

Upon completion of the student's field experience, the Agency shall send to the liaison faculty member of the Coordinated Program the evaluation reports of the students' performance.

Responsibility for
Course in Public Health
Nursing:

The course is composed of: 1) classes in public health nursing and 2) supervised field experience.

The schedule and plans for the classes and experiences shall be arranged cooperatively by the personnel of the Agency and the liaison faculty member of the Coordinated Program, the instructor of Public Health Nursing.

The concurrent course in public health nursing shall be the responsibility of the faculty of the Coordinated Program.

The liaison faculty member of the Coordinated Program shall have planned conferences with the students in the Agency District Office to relate the field experiences to current class content and previous study and experiences of the students. In addition, she shall plan progress conferences with the Supervisor and Field Teachers in the District Office of the Agency.

Date: April 5, 1962

Signed: Sybra Curtis
Chairman
Coordinated Program

Date: April 5, 1962

Signed: Ruth Sleeper
Director
School of Nursing
Massachusetts General Hospital

Date: April 9, 1962

Signed: Alice M. Dempsey
General Director
Visiting Nurse Association of Boston

Massachusetts General Hospital School of Nursing
and the Visiting Nurse Association of Boston

The Agency will take responsibility for securing emergency medical attention if a student becomes ill or injured on duty, and will notify the School immediately, but shall assume no further responsibility.

Cooperative Agreement for Public Health Nursing Field Experience (cont'd) - 2

<u>Housing</u>	The School will assume responsibility for arrangement for housing for students.
<u>Orientation Conference</u>	The School will be responsible for the general orientation conference for students before they begin their field work in the Agency. The conference should include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniforms and equipment.
<u>Uniforms and Equipment</u>	Students shall wear the School uniform if it is appropriate, or a public health nurse's uniform; a navy or black beret, or public health nurse's overseas cap; brown, black or navy oxfords; a tailored dark untrimmed coat; and apparel for suitable protection against inclement weather. The Agency shall provide the nurses' bags and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem will be taken up on an individual basis.
<u>Transportation</u>	The student will assume responsibility for her carfare to and from the Agency. The Agency will reimburse the student for transportation and business telephone costs during the Agency working hours. Permission to drive a personal-owned car on Agency business must be granted by Agency administration office. The car must bear a Massachusetts registration and student should have a Massachusetts license to drive. The Agency will reimburse the student at the rate of 8¢ per mile while using the car on duty.
<u>Hours on Duty</u>	The hours for the student will be the same as those for Agency personnel. Holidays observed by the Agency will also be granted to students.
<u>Time Lost</u>	Make-up time for time lost shall be determined on an individual basis by the liaison faculty member of the School and the Agency Education Director.
<u>Payment</u>	The _____ School of Nursing will pay the Agency eighty dollars (\$80.00) per student for the period of eight weeks of field instruction.

The Agency shall submit the bill at the close of each period of field instruction to the person delegated at the hospital, as follows:

Miss Ruth Slegger, Director
School of Nursing and Nursing Service

There shall be no reduction in fee for an incompleted field experience, whether terminated by the School or Agency.

Withdrawal
from the
Agency

The Agency has the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the experience within the first month. Reports of such students will be reviewed in a joint conference by the Education Director of the Agency, the liaison faculty member of the School of Nursing and any other persons deemed necessary, before any action is taken.

Reports

Students will keep their own experience record on the Record Form supplied by the Agency. This will accompany the written evaluation report to be sent to the School.

Upon completion of the student's field instruction, the Agency will send to the liaison faculty member of the School of Nursing the evaluation reports of the student's performance.

Date: September 4, 1962

Signed: Ruth Sleeper
Director, School of Nursing

Date: Aug 21, 1962

Signed: Alice M. Dempsey
General Director, Visiting
Nurse Association of Boston

Accept for your files: ✓
KH

CO-OPERATIVE AGREEMENT FOR
PUBLIC HEALTH NURSING FIELD EXPERIENCES
MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
and the VISITING NURSE ASSOCIATION OF BOSTON

1. The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field instruction in public health nursing.

April 24, 1963

Period of Experience: September 16 through November 8, 1963,
Mondays through Fridays.

Dorothy S. Hayward, R.N.
Nursing Associate
United Community Services
14 Somerset Street
Boston 8, Massachusetts

Prerequisites for this experience include completion of medical, surgical, pediatric, and obstetric theory and clinical practice.

Dear Mrs. Hayward:

We should like to request one hundred days of observation with the local public health nursing agencies for 1963-1964. Our year will run from September 1963 to August 1964 with the exception of six weeks from October 15, 1963, to November 25, 1963, when there will be no M.G.H. students available for one-day observations.

In the annual report given at the Nursing Council Meeting in March it was stated that some two-month Public Health experiences are not used by collegiate schools. We should like to inquire about the availability of these for the diploma schools. If there are any two month openings, we would like to be considered for them.

General evaluation - work performance, special interests; attitudes, etc.

Yours truly,

1. Health:

Each student will be required to have:

A complete physical (Miss) Joan A. Clarridge
Public Health Instructor
of the beginning date of the field experience.

JC/lc

A negative chest x-ray or negative tuberculin test within one year of this experience.

Immunizations: 1. Diphtheria-tetanus toxoid.
2. Successful vaccination within three years.

Health record should accompany the credentials to be sent to Education Director.

Neither the field agency nor the school of nursing shall assume financial responsibility for illness or accidents to the student resulting from participation in the program.

Copy for your files
✓

April 24, 1963

Dorothy S. Hayward, R.N.
Nursing Associate
United Community Services
11 Somerset Street
Boston 6, Massachusetts

Dear Mrs. Hayward:

We should like to request one hundred days of observation with the local public health nursing agencies for 1963-1964. Our year will run from September 1963 to August 1964 with the exception of six weeks from October 15, 1963 to November 25, 1963, when there will be no N.G.H. students available for one-day observations.

In the annual report given at the Nursing Council Meeting in March it was stated that some two-month Public Health experiences are not made by collegiate schools. We should like to inquire about the availability of these for the diploma schools. If there are any two month openings, we would like to be considered for them.

Yours truly,

(Miss) Joan A. Clarridge
Public Health Instructor

10/10

mgf/copy

CO-OPERATIVE AGREEMENT FOR
PUBLIC HEALTH NURSING FIELD EXPERIENCE
MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
and the VISITING NURSE ASSOCIATION OF BOSTON

1. The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field instruction in public health nursing.

Period of Experience: September 16 through November 8, 1963,
Mondays through Fridays.

Number of Students: Two

2. Credentials: Prerequisites for this experience include completion of medical, surgical, pediatric, and obstetric theory and clinical practice.

Credentials for each student shall be submitted to the Education Director of the Agency one month before the beginning date of the field experience. These shall include:

Name
Date of Birth
Nursing Program
Local Address - Telephone Number
Home Address of Parent or Guardian - Telephone Number
Education Background
Courses and clinical experiences completed
General evaluation - work performance, special interests; attitudes, etc.

3. Health: Each student will be required to have:

A complete physical examination within a year of the beginning date of the field experience.

A negative chest x-ray or negative tuberculin test within one year of this experience.

Immunizations: 1. Diphtheria-tetanus toxoid.
2. Successful vaccination within three years.

Health record should accompany the credentials to be sent to Education Director.

Neither the field agency nor the school of nursing shall assume financial responsibility for illness or accidents to the student resulting from participation in the program.

CO-OPERATIVE AGREEMENT FOR PUBLIC HEALTH NURSING FIELD EXPERIENCE (cont'd) - 2

4. Withdrawals: The decision to withdraw a student from this clinical experience shall be made jointly by the School of Nursing and the Agency.
5. Reimbursement: The School of Nursing shall reimburse the Visiting Nurse Association of Boston eighty dollars for each student at the completion of the experience.

If a student withdraws from the field experience during the first two weeks, the School of Nursing shall reimburse the Visiting Nurse Association of Boston to the amount of 80% of the above.

If a student withdraws after the first two weeks, the School of Nursing shall reimburse the Visiting Nurse Association of Boston to the total amount.

APPROVED FOR:

Visiting Nurse Association of Boston
(Agency)

Alice M. Dempsey
Alice M. Dempsey, General Director

July 15, 1963
(Date)

APPROVED FOR:

Mass. General Hospital
(School of Nursing)

Ruth Sleeper
(Director)

August 1, 1963
(Date)

Student Policies for Hospital Schools of
Nursing Students Regarding Experience
in Public Health Nursing

STUDENT POLICIES

Expenses

Transportation - a student is responsible for transportation expenses to and from the field Agency. Transportation costs incurred while on duty will be reimbursed by the Agency.

Telephone calls related to the Agency program are reimbursed by the Agency. The Agency will provide the nurse's bag, apron and essential supplies required.

A student will repay the Agency for loss or breakage of equipment for which she is responsible.

Uniforms

- Dress: A student will be required to wear the standard navy blue public health nurse's uniform.
- Coat: Dark tailored coat.
- Hat: Dark blue, plain tailored felt hat, or the standard overseas cap.
- Shoes: Dark blue, black, or dark brown sturdy walking shoes. Heels should be no higher than cuban. Wedgies, sandals, platform shoes, cut-out toes or heels are considered out of uniform.
- Gloves: Dark gloves are preferable.
- Storm Wear: A dark raincoat for stormy weather is allowed. A student is expected to have necessary accessories for inclement weather.
- Sweater: A dark blue or black sweater, is permitted.
- Jewelry: A student may wear her wedding ring, her school of nursing pin, a pocket or wrist watch. Other jewelry is considered in poor taste.

Time On Duty

A student's day and hours will be in accordance with the Agency's schedule, Mondays through Fridays, 8:00 A.M. - 4:30 P.M.

STUDENT POLICIES (cont'd)

- 2

Time On Duty (cont'd)

Agency holidays will be applicable to students. Students will be expected to report punctually according to schedules. If a student is unable to do so, she must notify the district office to which she is assigned.

Time Off Duty

A student is not expected to request time off duty from the field agency other than the regular allotted time, except in an emergency.

Requests for special time should be cleared with her School of Nursing, before a request is made of the Agency. If a request is granted by the School, the School of Nursing will notify the Agency.

Illness

A student is required to report absence due to illness as soon as the Agency office is open in the morning. If illness occurs during the day while the student is in the field, the student should report by telephone or in person to the district office before she goes off duty.

The Agency will report to the School of Nursing any period of absence due to illness of more than three days' duration.

Once again the question has been raised as to the value to the diploma student and V.N.A. of the one-day observation. We plan to continue offering the experience for the time being but realize that we may have to be discontinued as other student programs and special projects demand more of our time.

We still wish to extend to our hospital staff the opportunity for selected individuals to gain some first-hand experience in hospital work to observe with our staff. We believe this is important for continuity of patient care. As you know, there is no charge for this observation but in return we may request some special hospital observation. Arrangements may be made directly with Miss Minnie Cohen, Education Director.

Sincerely yours,

Alma M. Caspary

Alma M. Caspary
General Director

July 15, 1963



Post Card Office

VISITING NURSE ASSOCIATION OF BOSTON

Frank S. Christian
Chairman, Board of Managers
Mrs. Barbara S. Chase
President
Peter G. Harwood
Treasurer



Alice M. Dempsey, R.N.
General Director
Mrs. Penelope K. Hope, R.N.
Assistant Director

14 SOMERSET STREET — BOSTON 8, MASSACHUSETTS

Telephone Richmond 2-0900

May 28, 1964

Miss Ruth Sleeper, R.N.
Director, School of Nursing
Massachusetts General Hospital
Fruit Street
Boston 14, Massachusetts

MAY 28 1964

Dear Miss Sleeper:

Our Board of Managers made its annual review of student costs and charges at its May meeting and voted to continue the current charges:

1. Basic P.H.N. field practice \$80.00
(with V.N.A. assuming major role)
2. Basic P.H.N. field practice \$50.00
(with faculty assuming major role)
3. 1-day Observation \$10.00
4. Orientation of a faculty member \$200.00
to V.N.A. to assume major role with students

Once again the question has been raised as to the values to the diploma student and V.N.A. of the one-day observation. We plan to continue offering the experience for the time being but realize this may have to be discontinued as other student programs and special projects demand more of our time.

We still wish to extend to our hospital staffs the opportunity for selected individuals in key positions such as supervisors or head nurses to observe with our staff. We believe this is important for continuity of patient care. As you know, there is no charge for this observation but in return we may request some special hospital observation. Arrangements may be made directly with Miss Minnie Cohen, Education Director.

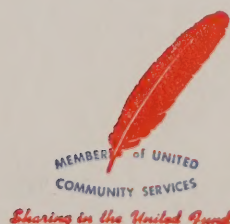
Sincerely yours,

Alice M. Dempsey

Alice M. Dempsey
General Director

AMD/jtf

Enc.



Miss Sleeper ✓

COOPERATIVE AGREEMENT FOR PUBLIC HEALTH NURSING FIELD EXPERIENCE

COORDINATED PROGRAM-MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING

and the HEALTH DEPARTMENT, CITY OF BOSTON, BUREAU OF PUBLIC HEALTH NURSING

The Bureau of Public Health Nursing will provide a planned and directed program of supervised field experience in public health nursing.

Period of Experience: May 24, 1965 to July 16, 1965 (Eight Weeks)

Number of Students: One

Credentials: Prerequisites for this experience include completion of medical, surgical, pediatric, psychiatric, and obstetric theory and clinical practice.

Credentials for each student shall be submitted to the Director of Public Health Nurses at least two weeks prior to the beginning of the field experience. These shall include:

Name, date of birth, local address and telephone number
Home address of parent, guardian or husband and telephone number
Education background, clinical experiences completed
General evaluation - work performance, special interests, attitudes, etc.

Health: Each student is required to have:

- A complete physical examination within one year of the beginning date of the field experience.
- A negative chest x-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Director of Public Health Nurses at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during the period of experience the student shall report such to the Supervisor of the District Office of the Health Department and to the liaison faculty member of the Coordinated Program. The Coordinated Program shall assume responsibility for student guidance for medical care.

The Agency shall take responsibility for securing emergency medical attention if a student becomes ill or injured while on duty with the Agency and shall notify Miss Ruth Sleeper, Director, Massachusetts General Hospital School of Nursing immediately, but shall assume no further responsibility.

Housing: Arrangement for housing shall be the responsibility of the Coordinated Program.

Orientation:

The Coordinated Program shall be responsible for the general orientation of the student before she begins her field experience. This shall include the objectives of the field experience, student's responsibilities while in the Agency, necessary uniform, and equipment.

Uniform and

Equipment:

The student shall wear the uniform of the Coordinated Program; a public health nurse's overseas cap; black, brown or navy oxfords; a tailored dark untrimmed coat; and apparel suitable for protection against inclement weather.

The Agency shall provide the nurse's bag and equipment required for the execution of field service. When carelessness, or negligence concerning care of supplies and equipment, is a factor in loss or breakage, the problem shall be considered on an individual basis.

Transportation:

The student shall assume responsibility for transportation to and from the Agency, and for travel in the field.

Telephone Costs:

The supervising nurse of the Agency shall reimburse the student for business telephone costs incurred as a part of Agency business during the time the student is assigned to the field.

Hours:

The total hours for class and field experience may not exceed twenty-eight hours per week.

Field experience with the Health Department, City of Boston shall be on Mondays, Wednesdays and Thursdays and shall encompass two eight-hour days and one six and a half-hour day. The student shall attend a conference with the Public Health Nursing Instructor of the Coordinated Program from 3:00 to 4:30 P.M. on Mondays of each week. These conferences will not require the time or attention of the field teacher or supervisor but they may attend at any time.

Time Lost:

Make-up of time lost shall be determined on an individual basis by the liaison faculty member of the Coordinated Program and the Agency Director.

Cost:

The Coordinated Program shall pay an honorarium of \$60.00, for each student.

Withdrawal from
the Agency:

The Agency has the right to request the withdrawal from the field experience of the student if she does not make a satisfactory adjustment to the experience. Similarly, the Coordinated Program reserves the right to withdraw the student if the experience proves to be unsatisfactory. In either case, such action is to be preceded by a conference with the Director of the Agency and the Chairman of the Coordinated Program.

Reports:

Each student shall keep an experience record on the Record Form supplied by the Agency. This will accompany the written evaluation report to be sent to the Coordinated Program.

Upon completion of the student's field experience, the Agency shall send to the liaison faculty member of the Coordinated Program the evaluation reports of the student's performance.

Responsibility for
Course in
Public Health Nursing:

The course is composed of: 1) classes in public health nursing and 2) supervised field experience.

The schedule and plans for the classes and experience shall be arranged cooperatively by the personnel of the Agency and the liaison faculty member of the Coordinated Program, the instructor of Public Health Nursing.

The concurrent course in public health nursing shall be the responsibility of the faculty of the Coordinated Program.

The liaison faculty member of the Coordinated Program shall plan progress conferences with the Supervisor and Field Teachers in the District Office of the Agency. Conferences may be held at other times when requested or deemed advisable and may be initiated by the student, the Supervising nurse, Field teacher, or Coordinated Program Faculty member.

Date: April 14, 1965

Signed: Sylvia Perlman
Chairman
Coordinated Program

Date: April 15, 1965

Signed: Ruth Sleeper
Director
School of Nursing, Massachusetts
General Hospital

Date: April 14, 1965

Signed: Virginia E. DeBenedictis
Acting Director
Public Health Nurses

Report:

which student shall keep an experience record on the Record Form supplied by the Agency. This will accompany the written evaluation report to be sent to the Coordinated Program.

Upon completion of the student's field experience, the Agency shall send to the Liaison Faculty member of the Coordinated Program the evaluation reports of the student's performance.

The course is composed of: 1) classes in public health nursing and 2) supervised field experience.

The schedule and plans for the classes and experience shall be arranged cooperatively by the personnel of the Agency and the Liaison Faculty member of the Coordinated Program, the Instructor of Public Health Nursing.

The Coordinated course in public health nursing shall be the responsibility of the faculty of the Coordinated Program.

The Liaison Faculty member of the Coordinated Program shall plan progress conferences with the Supervisor and field teachers in the District Office of the Agency. Conferences may be held at other times when requested or deemed advisable and may be initiated by the student, the Supervising nurse, field teacher, or Coordinated Program Faculty member.

Responsibility for
Course in
Public Health Nursing:

Date: April 14, 1962

Signed:

[Signature]
Coordinator
Coordinated Program

Date: April 12, 1962

Signed:

[Signature]
Director
School of Nursing, Massachusetts
General Hospital

Date: April 10, 1962

Signed:

[Signature]
Public Health Nurse

VISITING NURSE ASSOCIATION OF BOSTON

Frank S. Christian
Chairman, Board of Managers

Mrs. Barbara S. Chase
President

Peter G. Harwood
Treasurer



Alice M. Dempsey, R.N.
General Director

Mrs. Penelope K. Hope, R.N.
Assistant Director

14 SOMERSET STREET — BOSTON 8, MASSACHUSETTS

Telephone Richmond 2-0900

May 28, 1965

Miss Ruth Sleeper, Director
Massachusetts General Hospital
School of Nursing
Fruit Street
Boston, Massachusetts 02114

Dear Miss Sleeper:

The Board of Managers made its annual review of student costs and charges and made the following decisions at its May meeting:

1. Basic public health nursing field practice for baccalaureate students
 - (a) With faculty assuming major role \$35.00
 - (b) With VNA assuming major role \$80.00
2. Continue the charge of \$200 for orientation of new faculty members assigned to the VNA, with adjustments as indicated if experienced faculty share in the orientation or if the new faculty had had recent work experience in the VNA.
3. Continue the charge of \$10.00 per day for student observation.

Actually, the only change in the fees is the reduction in the charge for students with faculty, from \$50 to \$35 per student based on a reduction of time spent by Agency staff with these students.

Miss Cohen will be planning with Miss Sweet for the public health field practice in 1966 for your last class of students in the Coordinated Program.

Sincerely yours,

Alice M. Dempsey

Alice M. Dempsey
General Director

AMD/jay

cc: Miss Minnie Cohen
Education Director



Miss Sleeper Copy

COOPERATIVE AGREEMENT FOR PUBLIC HEALTH NURSING FIELD EXPERIENCE

COORDINATED PROGRAM-MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
and the VISITING NURSE ASSOCIATION OF BOSTON

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field experience in public health nursing.

Period of Experience: May 24, 1965 to July 16, 1965 (eight weeks)

Number of Students: Six

Credentials: Prerequisites for this experience include completion of medical, surgical, pediatric, psychiatric, and obstetric theory and clinical practice.

Credentials for each student shall be submitted to the Education Director of the Agency at least two weeks before the beginning date of the field experience. These should include:

Name	Nursing Program
Date of Birth	Local address - Telephone Number
Home address of parent, guardian or husband - Telephone Number	
Educational background	
Courses completed and Clinical experiences completed	
General evaluation - work performance, special interests, attitudes, etc.	

Health: Each student will be required to have:

A complete physical examination within one year of the beginning date of the field experience.
A negative chest x-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Education Director of the Agency at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during the period of experience, the student shall report such to the Supervisor of the District Office of the Agency and to the liaison faculty member of the Coordinated Program. The Coordinated Program shall assume responsibility for student guidance for medical care.

The Agency shall take responsibility for securing emergency medical attention if a student becomes ill or injured while on duty with the Agency and shall notify Miss Ruth Sleeper, Director, Massachusetts General Hospital School of Nursing immediately, but shall assume no further responsibility.

Housing: Arrangement for housing shall be the responsibility of the Coordinated Program.

Orientation:

The Coordinated Program shall be responsible for the general orientation of the students before they begin their field experience. This shall include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniform and equipment.

Uniform and Equipment:

The student shall wear the uniform of the Coordinated Program; a public health nurse's overseas cap; black, brown or navy oxfords; a tailored dark untrimmed coat; and apparel suitable for protection against inclement weather. *Pocketbooks are not to be carried*

The Agency shall provide the nurse's bag and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem shall be considered on an individual basis.

Transportation:

The student shall assume responsibility for her own transportation to and from the Agency. The Agency shall reimburse the student for transportation and business telephone costs incurred as a part of Agency business during the time the student is assigned to the field. Permission to drive a car owned by the student on Agency business must be granted by the Agency administration office. The car must bear a Massachusetts registration and the student must have a Massachusetts driver's license. The Agency shall reimburse the student at the rate of 10¢ per mile while using the car for business purposes.

Hours:

The total hours for class and field experience may not exceed twenty-eight hours per week. Field experiences with the Visiting Nurse Association shall be on Mondays, Wednesdays and Thursdays and shall encompass two eight-hour days and one six and a half-hour day. The Coordinated Program - Public Health Nursing Instructor may hold a conference with the students in each District office once a week at the following times:

Mondays, 3:00 - 4:30 P.M. - North-East District
Wednesdays, 3:00 - 4:30 P.M. - South End - South Boston
Thursdays, 3:00 - 4:30 P.M. - Grove Hall

These conferences will not require the time or attention of the field teachers or supervisors, but they may attend at any time.

Time Lost:

Make-up of time lost shall be determined on an individual basis by the liaison faculty member of the Coordinated Program and the Education Director of the Agency.

Payment:

The Agency shall submit a bill to: Massachusetts General Hospital School of Nursing, Coordinated Program, at the close of the period of field instruction; this bill to be sent to Miss Sylvia Perkins, Chairman, Coordinated Program, Massachusetts General Hospital School of Nursing, 321 Charles Street, Boston, Massachusetts 02114. The Coordinated Program agrees to pay the Visiting Nurse Association of Boston \$80.00 for each student for the eight-week period, May 24, 1965 to July 16, 1965. There shall be no reduction in fee if a student does not complete her field experience.

Withdrawal from
the Agency:

The Agency has the right to request the withdrawal from the field experience of any student who has not made a satisfactory adjustment to the experience. Similarly, the Coordinated Program reserves the right to withdraw a student if the experience proves to be unsatisfactory. In either case such action is to be preceded by a conference with the Education Director of the Agency and the Chairman of the Coordinated Program.

Reports:

Each student shall keep a record of the experiences and time spent in conference or instruction with Agency staff members. This will accompany the written evaluation report to be sent to the Coordinated Program.

Upon completion of the student's field experience, the Agency shall send to the liaison faculty member of the Coordinated Program the evaluation reports of the students' performance.

Responsibility
for Course in
Public Health
Nursing:

The course is composed of: 1) classes in public health nursing and 2) supervised field experience.

The schedule and plans for the classes and experiences shall be arranged cooperatively by the personnel of the Agency and the liaison faculty member of the Coordinated Program, the instructor of Public Health Nursing.

The concurrent course in public health nursing shall be the responsibility of the faculty of the Coordinated Program. The liaison faculty member of the Coordinated Program shall plan progress conferences with the Supervisor and Field Teachers in the District offices of the Agency. Conferences may be held at other times when requested or deemed advisable and may be initiated by the student, the Supervisor, Field Teacher or Coordinated Program Faculty Member.

Date: April 14, 1965

Signed:

Sylvia Perlman
Chairman
Coordinated Program

Date: April 15, 1965

Signed:

Ruth Sleeper
Director
School of Nursing
Massachusetts General Hospital

Date: April 23, 1965

Signed:

Alie M. Dempsey
General Director
Visiting Nurse Association of Boston

Miss Leeper

Cooperative Agreement for Public Health Nursing Field Experience

Massachusetts General

Hospital School of Nursing

and the Visiting Nurse Association of Boston

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field instruction in public health nursing for 21 or 2 (2) students for the period June 1 - July 15, 1966.

Credentials

Prerequisites for this experience include completion of medical, surgical, pediatric, and obstetrical theory and clinical practice.

Credentials for each student shall be submitted by the School of Nursing to the Education Director of the Agency at least two weeks before the beginning date of the field experience. These should include:

Name
Date of Birth
Home Address of Parent or Guardian - Telephone Number
Education Background
Courses Completed
Clinical Experiences Completed
General Evaluation - Work Performance, Special Interests, Attitudes, etc.
Work Interest in Future

Health

Each student will be required to have:

A complete physical examination within three months of the beginning date of the field experience.

A negative chest X-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Agency Education Director, at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during this period, the student shall be instructed by the School to immediately report the illness or accident to the supervisor in the Agency, and to the liaison faculty member in the School of Nursing. The School shall assume responsibility for student guidance for medical care.

The Agency will take responsibility for securing emergency medical attention if a student becomes ill or injured on duty, and will notify the School immediately, but shall assume no further responsibility.

Housing

The School will assume responsibility for arrangement for housing for students.

Cooperative Agreement for Public Health Nursing Field Experience (cont'd)

- 2

Orientation Conference The School will be responsible for the general orientation conference for students before they begin their field work in the Agency. The conference should include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniforms and equipment.

Uniforms and Equipment Students shall wear the School uniform if it is appropriate, or a public health nurse's uniform; a navy or black beret, or public health nurse's overseas cap; brown, black or navy oxfords; a tailored dark untrimmed coat; and apparel for suitable protection against inclement weather.

The Agency shall provide the nurses' bags, and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem will be taken up on an individual basis.

Transportation The student will assume responsibility for her carfare to and from the Agency. The Agency will reimburse the student for transportation and business telephone costs during the Agency working hours. Permission to drive a personal-owned car on Agency business must be granted by Agency administration office. The car must bear a Massachusetts registration and student should have a Massachusetts license to drive. The Agency will reimburse the student at the rate of 10¢ per mile while using the car on duty.

Hours on Duty The hours for the student will be the same as those for Agency personnel. (8:00 A.M. - 4:30 P.M.) Holidays observed by the Agency will also be granted to students.

Time Lost Make-up time for time lost shall be determined on an individual basis by the liaison faculty member of the School and the Agency Education Director.

Payment The Massachusetts General Hospital School of Nursing will pay the Agency eighty dollars (\$80.00) per student for field instruction for the period June 1 - July 15, 1966.

The Agency shall submit the bill at the close of field instruction to the person delegated at the hospital, as follows:

Miss Ruth Sleeper, Director
School of Nursing

If the student withdraws from the field experience during the first week, the Field Agency shall be reimbursed forty dollars (\$40.00); during the second week through the fourth week, sixty dollars (\$60.00); fifth week through eighth week the reimbursement shall be eighty dollars (\$80.00).

Withdrawal
from the
Agency

The Agency has the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the experience within the first month. Reports of such students will be reviewed in a joint conference by the Education Director of the Agency, the liaison faculty member of the School of Nursing and any other persons deemed necessary, before any action is taken.

Reports

Upon completion of the student's field instruction, the Agency will send to the liaison faculty member of the School of Nursing the evaluation reports of the student's performance and a record of her experience.

Date: April 4, 1966

Signed: Ruth Sleeper
Director, School of Nursing

Date: March 30, 1966

Signed: Alice M. Dempsey
General Director, Visiting
Nurse Association of Boston

SUGGESTED CONTRACT FOR USE OF AGENCIES AND SCHOOLS OF NURSING
PARTICIPATING IN THE ONE DAY OBSERVATION PROGRAM

The Boston Visiting Nurse Association will
provide a day of observation for undergraduate students of the Massachusetts
General Hospital School of Nursing to further the students'
understanding of the public health nursing agency and its role in the
promotion of health, prevention of disease, and the care of the sick.

The number of students and the dates for the experience will be
determined jointly by the agency and the school of nursing through the
Allocation Committee of the Nursing Council of United Community Services.

The school of nursing will reimburse the agency at the rate of ten
dollars (\$10.00) per student per day. If student is unable to report for
observation and the agency is not notified, the hospital will be billed for
that student.

Bills will be submitted by the agency.

Twice a year in January and
June and are to be sent to
Massachusetts General Hospital School of Nursing
Miss Ruth Sleeper, R.N.
Director, School of Nursing

Signed:

Alui M. Dempsey Director of agency

Ruth Sleeper Director of School of Nursing

Date August 6, 1963

(This to be effective from September 1, 1963 to June 30, 1964.)

MASSACHUSETTS GENERAL HOSPITAL
Cooperative Agreement with Public Health Nursing Field Experience
SCHOOL OF NURSING

The Massachusetts General Hospital School of Nursing

CONTRACT FOR WELLESLEY FRIENDLY AID ASSOCIATION
and the Visiting Nurse Association of Boston
AND MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING

FOR ONE DAY OBSERVATION PROGRAM

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field instruction in public health nursing for two students. The Wellesley Friendly Aid Association will provide a day of observation for two students. March 27 - May 12, 1967

Under-graduate students of the Massachusetts General Hospital School of Nursing to surgical, pediatric, and obstetrical theory and clinical practice. further the students' understanding of the public health nursing agency and its role in the promotion of health, prevention of disease, and the care of the sick. weeks before the beginning date of the field experience. These should include:
The number of students and the dates for the experience will be determined

jointly by the agency and the school of nursing. School of Nursing
Date of Birth Local Address - Telephone Number
The school will reimburse the agency at the rate of nine dollars (\$9.00) per student per day. If the student is unable to report for observation and the agency is not notified, the hospital will be billed for that student. Attitudes, etc.

Bills will be submitted by the agency twice a year in January and June and

Health are to be sent to: Each student will be required to have:

A complete physical examination within three months of the beginning date of the field experience.
Miss Natalie Petzold, R.N.
Director, School of Nursing
A negative chest X-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Agency Education Signed, at least two weeks prior to the student's arrival in the Agency.

Charlotte M. Stearns Director of Agency

In case of illness or accident during this period, the student shall be instructed by the School to immediately report the illness or accident to the Ruth Shaffer Director of School liaison faculty member in the School of Nursing. of Nursing shall assume responsibility for student guidance for medical care.

Date: August 15, 1966 The Agency will take responsibility for securing emergency medical attention if a student becomes ill or injured on duty, and will notify the School immediately, but shall assume no further re-
(This is to be effective from September 1, 1966, to June 30, 1967)

Housing

The School will assume responsibility for arrangement for housing for students.

MASSACHUSETTS GENERAL HOSPITAL
SCHOOL OF NURSING

CONTRACT FOR WELLESLEY FRIENDLY AID ASSOCIATION
AND MASSACHUSETTS GENERAL HOSPITAL SCHOOL OF NURSING
FOR ONE DAY OBSERVATION PROGRAM

The Wellesley Friendly Aid Association will provide a day of observation for under-graduate students of the Massachusetts General Hospital School of Nursing to further the students' understanding of the public health nursing agency and its role in the promotion of health, prevention of disease, and the care of the sick. The number of students and the dates for the experience will be determined jointly by the agency and the school of nursing. The school of nursing will reimburse the agency at the rate of nine dollars (\$9.00) per student per day. If the student is unable to report for observation and the agency is not notified, the hospital will be billed for that student. Bills will be submitted by the agency twice a year in January and June and are to be sent to:

Massachusetts General Hospital School of Nursing
Miss Natalie Petroski, R.N.
Director, School of Nursing

Signed:

Charlotte M. Thomas
Director of Agency

Robert S. Lee
Director of School
of Nursing

Date: August 15, 1966

(This is to be effective from September 1, 1966, to June 30, 1967)

Cooperative Agreement for Public Health Nursing Field Experience

The Massachusetts General

Hospital School of Nursing

and the Visiting Nurse Association of Boston

The Visiting Nurse Association of Boston will provide a planned and directed program of supervised field instruction in public health nursing for two students for the period Sept 19 - Nov. 4, 1966, Two students Jan. 30 - March 17, 1966
Two students March 27 - May 12, 1967

Credentials

Prerequisites for this experience include completion of medical, surgical, pediatric, and obstetrical theory and clinical practice.

Credentials for each student shall be submitted ^{in duplicate} by the School of Nursing to the Education Director of the Agency at least two weeks before the beginning date of the field experience. These should include:

Name School of Nursing
Date of Birth Local Address - Telephone Number
Home Address of Parent or Guardian - Telephone Number
Education Background
Courses Completed
Clinical Experiences Completed
General Evaluation - Work Performance, Special Interests, Attitudes, etc.
Work Interest in Future

Health

Each student will be required to have:

A complete physical examination within three months of the beginning date of the field experience.

A negative chest X-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Agency Education Director, at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during this period, the student shall be instructed by the School to immediately report the illness or accident to the supervisor in the Agency, and to the liaison faculty member in the School of Nursing. The School shall assume responsibility for student guidance for medical care.

The Agency will take responsibility for securing emergency medical attention if a student becomes ill or injured on duty, and will notify the School immediately, but shall assume no further responsibility.

Housing

The School will assume responsibility for arrangement for housing for students.

Orientation
Conference

The School will be responsible for the general orientation conference for students before they begin their field work in the Agency. The conference should include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniforms and equipment.

Uniforms and
Equipment

Students shall wear the School uniform if it is appropriate, or a public health nurse's uniform; a navy or black beret, or public health nurse's overseas cap; brown, black or navy oxfords; a tailored dark untrimmed coat; and apparel for suitable protection against inclement weather.

The Agency shall provide the nurses' bags and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem will be taken up on an individual basis.

Transportation

The student will assume responsibility for her carfare to and from the Agency. The Agency will reimburse the student for transportation and business telephone costs during the Agency working hours. Permission to drive a personal-owned car on Agency business must be granted by Agency administration office. The car must bear a Massachusetts registration and student should have a Massachusetts license to drive. The Agency will reimburse the student at the rate of 10¢ per mile while using the car on duty.

Hours on Duty

The hours for the student will be the same as those for Agency personnel. (8:00 A.M. - 4:30 P.M.) Holidays observed by the Agency will also be granted to students.

Time Lost

Make-up time for time lost shall be determined on an individual basis by the liaison faculty member of the School and the Agency Education Director.

Payment

The Massachusetts General Hospital School of Nursing will pay the Agency eighty dollars (\$80.00) per student for field instruction for the period of practice.

The Agency shall submit the bill at the close of field instruction to the person delegated at the hospital, as follows:

Miss Natalie Pehard, Director
School of Nursing

If the student withdraws from the field experience during the first week, the Field Agency shall be reimbursed forty dollars (\$40.00); during the second week through the fourth week, sixty dollars (\$60.00); fifth week through eighth week the reimbursement shall be eighty dollars (\$80.00).

Withdrawal
from the
Agency

The Agency has the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the experience within the first month. Reports of such students will be reviewed in a joint conference by the Education Director of the Agency, the liaison faculty member of the School of Nursing and any other persons deemed necessary, before any action is taken.

Reports

Upon completion of the student's field instruction, the Agency will send to the liaison faculty member of the School of Nursing the evaluation reports of the student's performance and a record of her experience.

Date:

September 16, 1966

Signed:

Natalie Petrol
Director, School of Nursing

Date:

Signed:

Alice M. Hampsey
General Director, Visiting
Nurse Association of Boston

Cooperative Agreement for Public Health Nursing Field Experience

The Massachusetts General Hospital School of Nursing and the Visiting Nurse Association of Boston

The Massachusetts General Hospital School of Nursing requests the privilege of utilizing the facilities of the Visiting Nurse Association of Boston for selected senior nursing students during the school year 1969-1970.

The Visiting Nurse Association of Boston shall provide a planned and directed program of supervised field instruction in public health nursing for total of fifteen students for the period beginning October 22 with three followed by
4 students for each of three other blocks of experience

Credentials Prerequisites for this experience are medical, surgical, pediatric, and obstetrical theory and clinical practice.

Credentials for each student shall be submitted in duplicate by the School of Nursing to the Education Director of the Agency at least two weeks before the beginning date of the field experience. These should include:

Name	School of Nursing
Date of Birth	Local Address - Telephone Number
Home address of Parent or Guardian	- Telephone number
Education Background	
Courses Completed	
Clinical Experiences Completed	
General Evaluation - Work Performance, Special Interests, Attitudes, etc.	
Work Interest in Future	

Health

Each student shall have:

A complete physical examination within three months of the beginning date of the field experience.

A negative chest x-ray or negative tuberculin test within one year of this field placement.

Report on the above data shall be sent in writing to the Agency's Education Director, at least two weeks prior to the student's arrival in the Agency.

In case of illness or accident during this period, the student shall be instructed by the School to immediately report the illness or accident to the supervisor in the Agency, and to the liaison faculty member in the School of Nursing. The School shall assume responsibility for student guidance for medical care.

The Agency shall take responsibility for securing emergency medical attention if a student becomes ill or injured on duty and shall notify the School immediately, but shall assume no further responsibility.

<u>Housing</u>	The School shall assume responsibility for arrangement for housing for students.
<u>Orientation and Progress Conferences</u>	The School shall be responsible for the general orientation conference for students before they begin their field work in the Agency. The conference should include the objectives of the field experience, student's responsibilities while in the Agency; necessary uniforms and equipment. A second conference is held during the student's public health field work, when the liaison faculty member visits the Agency office.
<u>Uniforms and Equipment</u>	Students shall wear the School uniform if it is appropriate, or a public health nurse's uniform; a navy or black beret, or public health nurse's overseas cap, brown, black or navy oxfords; a tailored dark, untrimmed coat; and apparel for suitable protection against inclement weather. The Agency shall provide the nurses' bags and equipment required for execution of field service. When carelessness or negligence concerning care of supplies and equipment is a factor in loss or breakage, the problem will be taken up on an individual basis.
<u>Transportation</u>	Responsibility for transportation and business telephone costs of the student while carrying out the program of the Field Agency shall be assumed by the Field Agency. At the completion of each group of students' field experience, the Field Agency shall send to the Director of the school of nursing, a check for the total expenses to be reimbursed to the group with a list of names and the amount due each student. A student who wishes to drive her own car must obtain permission from the Field Agency. It is required to have at least Massachusetts minimum liability insurance with respect to bodily injury and property damage. Notification must be obtained for the Field Agency from the insurance company that the policy includes Massachusetts required coverage. The student using her car is reimbursed at the rate of 12 cents a mile.
<u>Hours on Duty</u>	The hours for the student shall be the same as those for Agency personnel (8:00 A.M. - 4:00 P.M.) except when the nursing student is scheduled for a class day in the home school. Holidays observed by the Agency shall also be granted to students.
<u>Payment</u>	The Agency shall submit the bill at the close of field instruction to the person delegated at the hospital, as follows:

Miss Natalie Petzold, Director
School of Nursing

If the student withdraws from the field experience during the first week, the Field Agency will be reimbursed forty dollars (\$40.00);

during the second week through the fourth week, sixty dollars (\$60.00); fifth week through sixth week the reimbursement shall be eighty dollars (\$80.00).

Withdrawal from the Agency The Agency has the right to request the withdrawal from the field of any student who has not made a satisfactory adjustment to the experience within the first month. Reports of such students will be reviewed in a joint conference by the Education Director of the Agency, the liaison faculty member of the School of Nursing and any other persons deemed necessary, before any action is taken.

Reports Upon completion of the student's field instruction, the Agency will send to the liaison faculty member of the School of Nursing the evaluation reports of the student's performance.

Period covered by Agreement This agreement shall be effective from October 1, 1969 to August 1, 1970.

DATE: Nov. 5, 1969 SIGNED: Margaret E. O'Neil
Director, School of Nursing

DATE: Oct 27, 1969 SIGNED: Alvin M. Dempsey
General Director, Visiting Nurse Association of Boston.

Cordially yours,

Margaret E. O'Neil,
Coordinator for Program Development
and Educational Research

for
Haleen
APR 15 1970

April 14, 1970

Miss Minnie Cohen, Educational Director
Visiting Nurse Association of Boston
114 Somerset Street
Boston, Massachusetts

Dear Miss Cohen:

Just a brief note to reaffirm our meeting for this Friday (April 17th) at 9:15 a.m. in your office. I have invited those faculty members who were present at our planning meeting last fall to join us again -- namely, Miss Hardeman, Mrs. McMahon (Chairman of Nursing III), and Mrs. Shaw.

Needless to say, I was more than distressed to hear about the manner in which the information concerning the possibility of our having to discontinue the six week VNA experience reached you. I was indeed fascinated at the rapidity which the information travelled, for it had just been discussed at a meeting of the Curriculum Committee the previous day, at which time many faculty were still hopeful of finding ways to continue this most valuable experience for our students.

In most recent years, the third year program has undergone many changes and new direction of goals. As a result, it has been increasingly difficult for the faculty to continue to plan for 6 week VNA experiences as elective choices for the student -- and still have the student complete the third year on schedule. Indeed, if only we had community experiences available for all students in the Senior year (which of course is quite impossible for agencies), there would be none of this stressful decision-making now.

On Friday, we would like to further discuss with you some of our program changes as these affect future planning for 6 week public health experiences. Mrs. Shaw and Mrs. McMahon will both be sharing evaluation of this year's 6 week assignments and specific student feed-back from classroom and clinical areas.

Cordially yours,

Marjorie R. Grady,
Coordinator for Program Development
and Educational Resources

MRG/ey

v

Frank S. Christian
Chairman, Board of Managers
Mrs. Barbara S. Chase
President
Peter G. Harwood
Treasurer



Alice M. Dempsey, R.N.
General Director

Mrs. Penelope K. Hope, R.N.
Assistant Director

14 SOMERSET STREET -- BOSTON 8, MASSACHUSETTS

Telephone Richmond 2-0900

April 28, 1964

Miss Alice Dempsey, Director
Boston Visiting Nurse Association
14 Somerset St.

Miss Boston, Mass. R.N.
Director, School of Nursing
Dear Miss Dempsey: Hospital
Main Street

London 14, Mass May 1 confirm the discussion of our conference on
Wednesday, April 22, 1964.

It is our understanding that you will consider the usual Public Health Nursing experience for the students in the 1965 and 1966 Coordinated Program classes. This would be in June as previously and for an eight week period. As our students are now enrolled and plan for entrance in June of this year there will be a maximum of eight students in both 1965 and 1966 sections. We would very much appreciate this help for these two classes. Assignments, and lengths of experience can be worked out between Miss Sweet and Miss Cohen. Thank you for coming for the conference, and for listening to our problem. We appreciate all you have done for the School of Nursing and the students in this program. Assignments to the other schools will be for the same period.

Sincerely yours,

RS:BF

Ruth Sleeper, R.N.
Director of the School of Nursing
and Nursing Service
Alice M. Dempsey
Alice M. Dempsey
General Director

April 28, 1961

Miss Alice Dempsey, Director
Boston Visiting Nurse Association
11 Somerset St.
Boston, Mass.

Dear Miss Dempsey:

May I confirm the discussion of our conference on
Wednesday, April 22, 1961.

It is our understanding that you will consider the
usual Public Health Nursing experience for the students in the
1962 and 1963 Coordinated Program classes. This would be in
June as previously and for an eight week period. As our students
are now enrolled and plan for entrance in June of this year there
will be a maximum of eight students in both 1962 and 1963 sections.
We would very much appreciate this help for these two classes.

Thank you for coming for the conference, and for listening
to our problem. We appreciate all you have done for the School of
Nursing and the students in this program.

Sincerely yours,

Ruth Sleeper, R.N.
Director of the School of Nursing
and Nursing Service

RS:BF

VISITING NURSE ASSOCIATION OF BOSTON

Frank S. Christian
Chairman, Board of Managers
Mrs. Barbara S. Chase
President
Peter G. Harwood
Treasurer



Alice M. Dempsey, R.N.
General Director
Mrs. Penelope K. Hope, R.N.
Assistant Director

MAY 4 1964

14 SOMERSET STREET — BOSTON 8, MASSACHUSETTS

Telephone Richmond 2-0900

May 1, 1964

Miss Ruth Sleeper, R.N.
Director, School of Nursing
Massachusetts General Hospital
Fruit Street
Boston 14, Massachusetts

Dear Miss Sleeper:

This will acknowledge your letter of April 28, 1964 concerning plans for public health nursing experience for the students in the Coordinated Program at M.G.H.

We agree to accept students from the 1965 and 1966 classes for their public health clinical practice. The details of dates, district assignments, and length of experience can be worked out between Miss Sweet and Miss Cohen. Six has been the maximum number of these students we have been able to accommodate at one time but we will consider the possibility of extending this when we know what our commitments to the other schools will be for the same period.

Mrs. Glickman, a graduate of the Coordinated Program, is performing very well. We welcome graduates of this program to our staff.

Sincerely yours,

Alice M. Dempsey
Alice M. Dempsey
General Director

AMD/jtf



fil V.H.A.
Massachusetts General Hospital

Boston 14

IN BOSTON
GENERAL HOSPITAL
BAKER MEMORIAL
PHILLIPS HOUSE

BURNHAM MEMORIAL FOR CHILDREN
HALL-MERCER HOSPITAL
HUNTINGTON MEMORIAL HOSPITAL
VINCENT MEMORIAL HOSPITAL

DEAN A. CLARK, M.D.
GENERAL DIRECTOR

IN WAVERLEY
MCLEAN HOSPITAL
W. FRANKLIN WOOD, M.D.
DIRECTOR

IN LINCOLN
STORROW HOUSE
(CONVALESCENTS)

August 24, 1951

Mrs. Anne Lyons Twomey
Visiting Nurse Association
14 Somerset Street
Boston, Massachusetts

Dear Mrs. Twomey:

On August 31, 1951, we shall regretfully terminate our present one week public health nursing observation plan with the Visiting Nurse Association. Termination of so fruitful an experience for our students goes hard with us, but we realize that the burdens on the Visiting Nurse Association staff for student observation and experience are heavy.

We wish that you would express our thanks to the staff of the North-West End office, who have been unfailingly cooperative with our instructors and our students. The students have been unstinting in their praise of the Association and its work; they have also emerged from the experience with an infinitely more clear picture of urban public health nursing than one would believe possible in so short a period of time.

Our hope is that although this present affiliation is terminating, we shall be able to approach the agency to discuss other possible plans which must be considered as our basic and collegiate programs grow and our home care plans develop.

Thank you again for this most pleasant and profitable association.

Yours sincerely,

Ruth Farrisey
Ruth Farrisey
Public Health Instructor

*For 1 WK. P. H. N.
affiliation file.*

1-245: 1F D10 Relationships With Academic + Clinical Agencies I School of Nursing

